

Risk Assessment

Date:	Assessed by:	Checked by:	Location:	Assessment ref no:	Review date:
Creation Care Champions Workshops in Church					

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Arrival at church	Trips and slips Traffic	Children and adults	4	School staff will supervise children on arrival,. Leader or volunteer to meet and greet and assist supervision of road crossing and guide them into the church.	2
Uneven floor	Trips and slips	Children and adults	5	Make sure everyone walks when inside the building. Make adults aware of uneven floors. First aid kit in church. Enter any incidents in Accident Book . Refer accidents to school staff.	2
Busy road outside	Traffic Children leaving the group and wandering onto the road.	Children and adults	5	Gate will be closed. Keep church doors closed while children are inside, keep children closely supervised while outside.	2

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Social media/photos without permission	GDPR issues Safeguarding issues	Children and adults	4	School staff will know which children cannot appear on social media sites. School staff only to take photographs of children. Church can be sent photographs after the event.	1
Safeguarding issues	Disclosures Members of the public entering the church or churchyard	Children and adults	6	Leader has current DBS check in place. Volunteers have current DBS check in place. More than one person at all times with the children, especially with regard to 1 st Aid – Leader to offer 1 st Aid Box and school staff to apply. Enter any incidents in Accident Book.	2
Use of craft equipment – scissors, glue, small pieces etc.	Cuts	Children	6	Child-friendly blunt scissors (adults only to have pair of sharper scissors), child-friendly felt-tips etc; children supervised. First aid kit on site. Enter any incidents in Accident Book First aid kit in church	3

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Planting activities.	Hygiene	Children	8	<p>Disposable gloves provided</p> <p>Handwashing facilities/ hand sanitiser provided</p> <p>Children to be briefed prior to touching compost/soil about not putting hands near mouths.</p> <p>Children to be reminded not to put seeds into mouths.</p>	4
Outdoor activities	<p>Trips and slips</p> <p>Danger from vegetation (stings and scratches)</p>	Children and adults	8	<p>Give clear parameters for where children should and should not go.</p> <p>Make adults aware of trip hazards and rough ground.</p> <p>First aid kit in church</p> <p>Enter any incidents in Accident Book .</p> <p>Refer accidents to school staff..</p>	3

Walking on footpaths			
Review of Risk Assessment (to be carried out before each occurrence of the activity)			
Date of activity	Detail of activity	Checked by	Signature

Review of Risk Assessment (to be carried out before each occurrence of the activity)				
Additional risk identified	Additional Control measures required	Action by whom	Action by when	Done

Notes to accompany Example Risk Assessment Form

Important!

If you wish to use this assessment the identified hazards will only be adequately controlled if measures listed under 'Existing measures to control risk' are available and implemented, or where existing measures are equivalent to these or better.

Action must be taken to address any deficiencies before this assessment can be regarded as suitable and sufficient for use (see 13).

How to use the form for your situation

- (1) **Date** : Insert date that assessment form is completed. It must be valid on that day
- (2) **Assessed by** : Insert the name and signature of the assessor. (Name is sufficient if done electronically)
- (3) **Checked / Validated* by** : delete one.

Checked by : Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

Validated by: Use this for higher risk scenarios, eg where complex calculations have to be validated by another "independent" person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the University's risk assessment course or equivalent, and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items over populated areas, and similar situations.

- (4) **Location**: insert details of where the assessment is intended to cover, e.g. building, floor, room, School, Directorate etc
- (5) **Assessment ref no**: insert any local tracking references used
- (6) **Review date**: insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year's time, or a longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes - to the work activity, the vicinity, the people exposed to the risk, etc
- (7) **Task / premises**:. This is a specific risk assessment for typical activities associated with work in an office environment

- (8) **Activity:** The rows in this column have been merged to indicate that all the hazards relate to the day to day work of the office environment being assessed.
- (9) **Hazard:** list all the hazards associated with the areas/tasks you want to use this assessment for. Remember to look at hazards that are not immediately obvious. Remove any from and add others to the example assessment as necessary
- (10) **Persons in danger:** insert everyone who might be affected by the activity. Remember those who are not immediately involved in the work, including cleaners and maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary e.g. new and nursing mothers, disabled, young persons on work experience.
- (11) **Risk Rating:** this is a rating of the **remaining risk with the listed existing control measures in place** and is given as extreme, high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

Important! If this assessment is modified in any way users will need to check whether the given Risk Rating and Result are affected in any way and are still appropriate.

Risk rating key

		LIKELIHOOD (of consequence occurring)					
		1 - VERY UNLIKELY	2 - SLIGHT	3 - FEASIBLE	4 - LIKELY	5 - ALMOST CERTAIN	6 - CERTAIN OR HAPPENING
IMPACT (of consequences)	5 - CRITICAL	5 - MEDIUM	10 - MEDIUM	15 - HIGH	20 - HIGH	25 - HIGH	30 - EXTREME
	4 - MAJOR	4 - LOW	8 - MEDIUM	12 - MEDIUM	16 - HIGH	20 - HIGH	24 - HIGH
	3 - SIGNIFICANT	3 - LOW	6 - MEDIUM	9 - MEDIUM	12 - MEDIUM	15 - HIGH	18 - HIGH
	2 - MINOR	2 - LOW	4 - LOW	6 - MEDIUM	8 - MEDIUM	10 - MEDIUM	12 - MEDIUM
	1 - NEGLIGIBLE	1 - LOW	2 - LOW	3 - LOW	4 - LOW	5 - MEDIUM	6 - MEDIUM

- (12) **Existing measures to control the risk:** The measures listed are those that are necessary to control the risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg, manual handling, DSE work,). Where this is the case, and a detailed assessment has already been done it is acceptable to cross reference this example risk assessment to the other documentation. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.

- (13) **Residual Risk Rating:** This is the assessed risk level once the proposed control measures have been put in place. If this risk is still an A or B further consideration is essential before carrying out the activity.

Severity Criteria

Hazards have different implications depending on who is at risk (the target) therefore the severity criteria are different accordingly. Below is a framework to help you adapt your risk assessment according to who or what is at risk:

Risk Rating	Understanding the implications of risk						
	Area of risk						
	Regulatory & Compliance	Environmental	Financial	Operational capacity	People	Reputational	Strategic
1-4 Low	No impact: No risk of fine or litigation. No reputational risk.	No impact: No negative impact or not relevant.	No impact: No damage to property, assets or equipment.	No Impact: no services delivered affected.	No injury: No injury or damage to health or wellbeing.	No impact: No public awareness.	No impact: no negative effect on ability of organisation to achieve its vision and strategic goals
5-12 Medium	Limited impact: Slight risk of small fine or low cost litigation. Short-term or slight impact on reputation.	Limited impact: Some, usually short-term, damage, contamination or negative action to the environment disproportionate to similar activities by peer organisations.	Limited impact: limited or brief disruption to operations. Cost of no more than £1,000.	Limited impact: Some services may be temporarily affected without any lasting effect. Temporary alternatives may be required.	Minor or some first aid or other assistance required.	Limited impact: Some local public/parish concern. Some local media attention with potential negative aspects for operations.	Limited impact: Short-term or small impact on a limited area of activity affecting its ability to achieve its vision and strategic goals.
15-25 High	Significant impact: Large fine or high-cost litigation (up to £40,000). Adverse publicity and reputational damage.	Significant impact: Lasting damage, contamination or negative action to the environment disproportionate to similar activities by peer organisations.	Significant impact: Partial shutdown of operations or cost of works up to £100,000 in value.	Significant impact: one or more service areas affected. Some additional resources required to maintain service delivery.	RIDDOR reportable: Including serious injury, illness or severe impact on mental wellbeing but not life altering.	Significant impact: Countywide public concern. High level of parish concern. Adverse attention in local media, risk of regional/national media. National Church may need to be made aware.	Significant impact: Lasting or extensive impact across some of organisation, affecting its ability to achieve its vision and strategic goals.
30 Extreme	Major impact: Major fine or litigation (over £40,000). Major adverse publicity and reputational damage.	Major impact: Lasting very damage, contamination or negative action to the environment disproportionate to similar activities by peer organisations.	Major impact: substantial shutdown of operations or total loss of ability to operate. Costs above £100,000	Major impact: one or more service areas are unable to be delivered in part or completely. Significantly more resources required to continue service provision. A whole service area may be terminated.	Fatality or RIDDOR reportable: Including serious injury, illness or severe impact on mental wellbeing when life altering.	Major impact: Regional or national public concern. Extensive adverse media attention. High level of parish concern. National Church may be involved.	Major impact: Permanent and long-lasting impact across the organisation, significantly affecting or making it impossible to achieve its vision and strategic goals.

* RIDDOR reportable: mainly if serious injury that must be reported to Health and Safety Executive. For more details:
<http://www.hse.gov.uk/riddor/reportable-incidents.htm>